Headquarters U.S. Air Force

Integrity - Service - Excellence

Managing CE Training

U.S. AIR FORCE

U.S. AIR FORCE

- **Guidance**

- **MTP, MTL and Duty Positions**

- **General upgrade requirements**

- **AFSC upgrade requirements**

U.S. AIR FORCE

- **AFI 36-2201 Vols 1-6   (V3 Jan 04)**

- **AIG Messages**

  - **http://www.afpc.randolph.af.mil/aftrain/**

- **CFETPs**

- **AFCESA Guides (Jul 03) In revision ECD Jul 04**

  - **AFQTP Program Directive**

  - **AFQTP Trainer/Trainee Guide**

  - **Commanders Procedural Guide**

  - **CE Training Managers How to Guide**

  - **CE Supervisor/Trainer's Guide for conducting OJT**

MTL and Duty Position

- **MTP**
  - Master Task List (MTL).
  - Current CFETP or AFJQS.
  - Locally developed AF Form 797
  - Milestones for tasks and CDC completion
    - identify the projected timeframe
- **MTL (Section)**
  - **Identify task:**
    - **Core/diamond are mandatory**
    - **Required to perform local mission**
- **Duty Positions**
  - **Subset of MTL tasks:**
  - **For an individual or group of individuals**
  - **Core/diamond are mandatory for skill level**

General Upgrade Requirements

U.S. AIR FORCE

- **CDC's**

- **All task in Trainee's Duty Position**

  - **Core Tasks/Diamond Tasks (CFM mandated)**

    - **AFQTP's (paper/video/CD)**

  - **Non-core tasks (Supervisor mandated)**

    - **STS**

    - **797**

- **In-Resident courses when directed in CFETP**

Documentation Procedures

Forms and CFETPs

This presentation is a tool to assist the training community with documentation procedures for those publications and forms contained in the AF Form 623. The presentation incorporates AFI 36-2201 Vol 3 dated 15 Jan 2004 and the latest guidance from HQ AETC.

3 February 2004

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AF FORM 623, Section I

Self-explanatory

DAFSC (Duty Air Force Specialty Code) Job Series: the individual is performing duty in this AFSC

I. IDENTIFICATION DATA

Last Name, First Name, Middle Initial	Grade/Rank	DAFSC/Job Series
Jones, Larry, E	SSgt	3S251

Individual's Signature	Date
Larry E. Jones	3 Nov 02

- In Pencil

Self-explanatory

AF Form 623, Section II

Annotate the course number <u>and</u> the course title

Annotate the date on the AFIADL Form 9 test score notification sheet

II.	ECI/CDC Participation	
Course NUMBER AND TITLE A	NO. OF VOLUMES B	DATE COMP (Mo. & Yr.) C
CDC 3S251, Education and Training Manager	2	Apr 01

Annotate the number of volumes for the course listed in column A

AF Form 623, Section III

Annotate the course number _and_ the course title

III.	Formal Training	
COURSE NUMBER AND TITLE		DATE COMPL
J3ALR3S231 002, Education and Training Apprentice		1 Dec 00
J4AIT3S200 000, Principles of Instruction		3 Jun 02

Annotate the graduation date of the course

Documentation Procedures for the CFETP Part II

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Identify duty position requirements to include core tasks by circling the subparagraph number next to the task statement. Click to select duty position requirements

▶

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: OTP	*											
5.3.1. Modify							2b		b	–		
5.3.2. Save							2b			–		–
5.4. Execute Queries												
5.4.1. Group							2b			–		–
5.4.2. Individual							2b			–		–
5.5. Executing Queries							–			B		–
5.6. Export Data							2b			–		–
5.7. Updates TR: QTP	*						2b			–		–

4. PROFICIENCY CODES USED TO INDICATEE TRAINING INFORMATION PROVIDED

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Core task duty position tasks requirements identified.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	A START DATE	B COMP DATE	C TRAINEE INITIALS	D TRAINER INITIALS	E CERT OFFICIAL	A 3 SKILL LEVEL (1) Course		B 5 SKILL LEVEL (1) Course	(2) CDC	C 7 SKILL LEVEL (1) Course	(2) CDC
						CERTIFICATION FOR OJT						
5.3. Folders TR: OTP												
5.3.1. Modify	*									b	-	
5.3.2. Save										-	-	
5.4. Execute Queries												
5.4.1. Group							2b			-	-	
5.4.2. Individual							2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data							2b			-	-	
5.7. Updates TR: QTP	*						2b			-	-	

4. PROFICIENCY CODES USED TO INDICATEE TRAINING INFORMATION PROVED

Non-core task duty position tasks requirements identified

Note: Circle duty position tasks in pencil

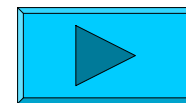Click arrow to document certification of non-core tasks
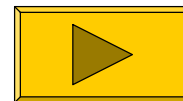
Documenting Non-core Task Certification

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATEE TRAINING INFORMATION PROVED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: OTP												
5.3.1. Modify	*						2b			b	-	
5.3.2. Save							2b			-	-	
5.4. Execute Queries												
5.4.1. Group		10 Jan 03	10 Jan 03	DHM	CSK		2b			-	-	
5.4.2. Individual		10 Jan 03	10 Jan 03	DHM	CSK		2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data							2b			-	-	
5.7. Updates TR: QTP	*						2b			-	-	

Non-core task as a minimum require the training start date (day, month year), training complete date (day, month, year), trainee initials and trainer's initials. Click to document certification of core tasks

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Documenting Core Task Certification

> Core task require the training start date (day, month year), training complete date (day, month, year), trainee initials, trainer's initials and certifier's initials when required by AFCFM (for tasks requiring 3rd party certification).

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	A START DATE	B COMP DATE	C TRAINEE INITIALS	D TRAINER INITIALS	E CERT OFFICIAL	A 3 SKILL LEVEL (1) Course		B 5 SKILL LEVEL (1) Course	B 5 SKILL LEVEL (2) CDC	C 7 SKILL LEVEL (1) Course	C 7 SKILL LEVEL (2) CDC
5.3. Folders TR: OTP												
5.3.1. Modify	*	12 Jan 03	12 Jan 03	*DHM*	*CSK*	*TDJ*	2b			b	-	
5.3.2. Save							2b				-	-
5.4. Execute Queries												
5.4.1. Group		10 Jan 03	10 Jan 03	*DHM*	*CSK*		2b			-	-	
5.4.2. Individual		10 Jan 03	10 Jan 03	*DHM*	*CSK*		2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data							2b			-	-	
5.7. Updates TR: QTP	*	12 Jan 03	12 Jan 03	*DHM*	*CSK*	*TDJ*	2b			-	-	

Documenting the Initial Evaluation

U.S. AIR FORCE

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A START DATE	B COMP DATE	C TRAINEE INITIALS	D TRAINER INITIALS	E CERT OFFICIAL
(5.3.) Folders TR: OTP		17 Nov 02	19 Nov 02	*SKK*	*DTW*	
(5.3.1.) Modify	*	17 Nov 02	19 Nov 02	*SKK*	*DTW*	*JDS*
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
(5.4.2.) Individual		18 Nov 02	18 Nov 02	*SKK*	*DTW*	
5.5. Executing Queries						
5.6. Export Data						
(5.7.) Updates TR: QTP	*	18 Nov 02	18 Nov 02	*SKK*	*DTW*	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
(5.3.1.) Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
(5.6.) Export Data	
(5.7.) Updates TR: QTP	

**Tasks previously trained but not required in the current duty position. Erase the circles.
Click to erase circles** ▶

Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	*SKK*	*DTW*	
5.3.1. Modify	*	17 Nov 02	19 Nov 02	*SKK*	*DTW*	*JDS*
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual		18 Nov 02	18 Nov 02	*SKK*	*DTW*	
5.5. Executing Queries						
5.6. Export Data						
5.7. Updates TR: QTP	*	18 Nov 02	18 Nov 02	*SKK*	*DTW*	*KDS*

Erasing the circle(s) is all that is required on Part II of the CFETP for previously trained tasks that are not required in the current duty position.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
5.3.1. Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
5.6. Export Data	
5.7. Updates TR: QTP	

Documenting the Initial Evaluation

U.S. AIR FORCE

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	*SKK*	*DTW*	
5.3.1. Modify	*	17 Nov 02	19 Nov 02	*SKK*	*DTW*	*JDS*
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
5.6. Export Data						
5.7. Updates TR: QTP	*	6 Dec 02	6 Dec 02	*SKK*	*DTW*	*KDS*

For tasks required in the current duty position that were not previously trained perform normal certification procedures. Click to document certification

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
5.3.1. Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
5.6. Export Data	
5.7. Updates TR: QTP	

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Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	*SKK*	*DTW*	
(5.3.1) Modify	*	17 Nov 02	19 Nov 02	*SKK*	*DTW*	*JDS*
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
(5.6.) Export Data		9 Jun 03	9 Jun 03	*SKK*	*ORW*	
(5.7.) Updates TR: QTP	*	6 Dec 02	6 Dec 02	*SKK*	*DTW*	*KDS*

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
(5.3.1.) Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
(5.6.) Export Data	
(5.7.) Updates TR: QTP	

> Identify the task as a duty position requirement by circling the subparagraph number next to the statement and annotate the required columns after performing certification procedures.

Documenting the Initial Evaluation

U.S. AIR FORCE

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	*SKK*	*DTW*	
5.3.1. Modify	*	17 Nov 02	19 Nov 02	*SKK*	*DTW*	*JDS*
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
5.6. Export Data		9 Jun 03	9 Jun 03	*SKK*	*ORW*	
5.7. Updates TR: QTP	*	6 Dec 02	6 Dec 02	*SKK*	*DTW*	*KDS*

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
5.3.1. Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
5.6. Export Data	
5.7. Updates TR: QTP	

> Duty position tasks now mirror the duty position task on the MTL. Go to the AF Form 623a and document the transcribing actions.

Transcribing Procedures

OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*	8 Sep 02	8 Sep 01	SRE	VFT	LCS
5.3.2 Save		10 Sep 01	10 Sep 01	SME	VFT	
5.4. Execute Queries						
5.6. Export Data		6 May 01	6 May 01	SME	VFT	

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*					
5.3.2 Save						
5.4. Execute Queries						
5.6. Export Data						

For Core or Non-core tasks previously certified and required in the current duty position click to document the transcribing procedures.

Transcribing Procedures

OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*	8 Sep 02	8 Sep 01	SRE	VFT	LCS
5.3.2 Save		10 Sep 01	10 Sep 01	SME	VFT	
5.4. Execute Queries						
5.6. Export Data		6 May 01	6 May 01	SME	VFT	

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*		6 Jun 03	SRE	DTW	
5.3.2 Save			6 Jun 03	SRE	DTW	
5.4. Execute Queries						
5.6. Export Data						

For Core or Non-core tasks previously certified and required in the current duty position, recertify using current date as completion date and enter trainee's initials in column C and supervisor's/ trainer's/ certifier's initials in column D. Column E (Certifier's Initials) will not be used for transcribing. Rationale: Clarifies transcribing documentation procedures

Transcribing Procedures

U.S. AIR FORCE

OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*	8 Sep 02	8 Sep 01	*SRE*	*VFT*	*LCS*
5.3.2 Save		10 Sep 01	10 Sep 01	*SME*	*VFT*	
5.4. Execute Queries						
5.6. Export Data		6 May 01	6 May 01	*SME*	*VFT*	

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		START CATE	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS	CERT OFFICIAL
1. 5.3. Folders TR: QTP						
5.3.1 Modify	*		6 Jun 03	*SRE*	*DTW*	
5.3.2 Save			6 Jun 03	*SRE*	*DTW*	
5.4. Execute Queries						
5.6. Export Data			6 Jun 03			

For previous certified tasks not required in the current duty position, (do not circle) transcribe only the previous completion date (no initials). If and when these tasks become a duty position requirement, recertify using standard certification procedures. Click to document previous certification that is no longer required. **Document the transcribing actions on the AF form 623a.**

AF Form 623a, On-the-job Training Record Continuation Sheet

U.S. AIR FORCE

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

LAST NAME - FIRST NAME - MIDDLE INITIAL

AF FORM 623A, 19790301 *(EF-V2)*   *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

The AF Form 623a will be used to document an individual's training progression. This form will be used to reflect status, counseling, and breaks in training. **The supervisor and trainee must sign and date all entries.**

AFI 36-2201 Vol 3, para 8.9

EXAMPLE: AF FORM 623a Documentation Procedure

ON – THE – JOB TRAIING RECORD
CONTINUATION SHEET

10 Jan 00
SSgt Jones reported to duty from 3 level school on 10 Jan 00. He was issued training records and given a trainee orientation briefing. The orientation briefing was placed in his training records.

Tom Wilson
Supervisor: TSgt Tom Wilson

Larry Jones
Trainee: SSgt Larry Jones

Trainee and supervisor will sign and date all entries annotated on the AF form 623a.

Forms and CFETPs

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
					CERTIFICATION		
		TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE			

TRAINEE NAME

CFETP/JQS NUMBER

PAGE NO.

AF FORM 797, 20020801 *(EF-V3)*   PREVIOUS EDITIONS ARE OBSOLETE

AF Form 797, Job Qualification Standard Continuation/Command JQS

The AF form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. The AF From disposition is the same as the CFETP and AFJQS.

AFI 36-2201, Vol 3, para. 8.10.

Forms and CFETPs

CRITICAL TASK	TASK NUMBER	JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS		CERTIFICATION			
		TASKS KNOWLEDGE AND TECHNICAL REFEREENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.	Change vehicle tire. TR: Manufacture's Instructions					
	1.1.	Install tire chock.	1 Sep 00	1 Sep 00	HEF	RSL	
	1.2.	Jack the vehicle.	1 Sep 00	1 Sep 00	HEF	RSL	
	1.3.	Remove tire.	1 Sep 00	1 Sep 00	HEF	RSL	
	1.4.	Replace tire	1 Sep 00	1 Sep 00	HEF	RSL	

Annotate the AF Form 797 in the same manner as the CFETP and AFJQS

AFSC Data

AFSC	CFETP	Chg 1	Chg 2	Chg 3	5-level Core	Diamond Task	7-Level Core
3E0X1	Jul 02	Aug 03	N/A	N/A	55	38	4
3E0X2	Aug 02	Dec 03	N/A	N/A	39	35	16
3E1X1	Aug 02	Dec 03	N/A	N/A	14	16	3
3E2X1	Aug 02	Oct 02	Aug 03	N/A	38	0	23
3E3X1	Aug 02	Oct 02	May 03	Aug 03	33	11	10
3E4X1	Aug 02	Aug 03	N/A	N/A	22	15	0
3E4X2	Jul 02	Apr 03	Aug 03	N/A	16	2	0

AFSC Data

AFSC	CFETP	Chg 1	Chg 2	Chg 3	5-level Core	Diamond Task	7-Level Core
3E4X3	Apr 02	Aug 03	N/A	N/A	42	0	1
3E5X1	Apr 02	Dec 02	Aug 03	N/A	20	7	17
3E6X1	Jun 02	Aug 03	N/A	N/A	13	0	3
3E7X1	Mar 02	Apr 02	May 03	N/A	73	85	24
3E8X1	Aug 03	N/A	N/A	N/A	77	5	2
3E9X1	Apr 97	Feb 99	N/A	N/A	44	0	21

AFSC 3E7X1

U.S. AIR FORCE

POSITION / UPGRADE	EXPECTED USAF RANK/RANK	3E731 Fire Fighter I (80 Hrs)	3E751A Fire Fighter II (80 Hrs)	3E751E Airport Fire Fighter (80 Hrs)	47201 Hazardous Materials – Awareness (8 Hrs)	47202 Hazardous Materials – Operations (24 Hrs)	47203 Hazardous Materials – Technician (40 Hrs)	47205 Hazardous Materials – Incident Commander – (24 Hrs)	10023 Apparatus Driver/Operator – Pumper (106 Hrs)	10027 Apparatus Driver/Operator – ARFF (106 Hrs)	10028 Apparatus Driver/Operator Water Tender (106 Hrs)	10024 Apparatus Driver/Operator – Aerial (106 Hrs)	10025 Apparatus Driver/Operator – Tiller (106 Hrs)	10211 Fire Officer I (88 Hrs)	5710E Fire Officer II (98 Hrs)	10213 Fire Officer III (120 Hrs)	10214 Fire Officer IV (140 Hrs)	10411 Fire Service Instructor I (48 Hrs)	10412 Fire Service Instructor II (83 Hrs)	10413 Fire Service Instructor III (91 Hrs)	10311 Fire Inspector I (91 Hrs)	10312 Fire Inspector II (91 Hrs)	10313 Fire Inspector III (91 Hrs)	10612 Telecommunicator I/II (48 Hrs)
UPGRADE REQUIREMENTS																								
3E731 Upgrade		X	X	X	X	X																		
3E751 Upgrade		X	X	X	X	X			X	X	X													
3E771 Upgrade		X	X	X	X	X			X	X	X			X				X			X			
3E791 Upgrade		X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
3E700 Upgrade		X	X	X	X	X		X	X	X	X			X	X	X	X	X	X		X	X		
POSITION																								
Fire Fighter	E-2/3, GS-5	X	X	X	X	X																		
Driver Operator	E-3/4, GS-6	X	X	X	X	X			X	X	X													
Dispatch Operator	E-3/4, GS-4/5/6	X	X	X	X	X			X	X	X													X
Crew Chief	E-5/6, GS-7	X	X	X	X	X			X	X	X			X				X			X			
Station Chief	E-5/6, GS-8	X	X	X	X	X			X	X	X			X	X			X			X			
Asst Chief Operations	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
Asst Chief Training	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X	X	X	X		
Asst Chief Prevention	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X	X	
Fire Inspector	E-5/6, GS-6/7/8	X	X	X	X	X			X	X	X			X				X			X	X		
Asst Chief Ops & Readiness	E-7/8/9, GS-10/11/12	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
Fire Chief	E-8/9, GS-11/12/13	X	X	X	X	X		X	X	X	X			X	X	X	X	X	X		X	X		

X = Required
z = If mission/vehicles are assigned
Notes:
1. Upgrade Training requirements for USAF military fire fighters includes professional military education (PME) that is not included in this chart
2. For purposes of attending training, required (priority) training is the training required for the current as well as the next higher level duty position. (Example: Required training for a Crew Chief is that training required for a Crew Chief and Station Chief)
3. For purposes of attending training, desired training is that training above the current and next highest duty position, normally not considered in the best interest of the DoD. It is not considered appropriate use of government resources for individuals to pursue training that is not required or too far in advance of need
4. WMD is a recent addition to the HAZMAT job performance requirements (NFPA 472). Pending the inclusion of WMD in DoD HAZMAT training systems, the *Emergency Response to Terrorism - For Emergency Responders* course should be completed separately. This course has been provided to each DoD Fire Department
5. This chart depicts the minimum certification requirements to occupy positions indicated. Local managers determine additional training and certifications for service- or installation-specific missions (such as CPR, HAZMAT Tech and EMT)

U.S. AIR FORCE

- **Guidance**

- **MTP, MTL and Duty Positions**

- **General upgrade requirements**

- **AFSC upgrade requirements**

Questions?

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